



# MUSCOGEE (CREEK) NATION

## HUMAN RESOURCE MANAGEMENT SERVICE

P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

## JOB OPPORTUNITY

**JOB TITLE:** SURVEILLANCE OFFICER

**SALARY RANGE:** NEGOTIABLE

**LOCATION:** OFFICE OF PUBLIC GAMING - Okmulgee, Muskogee, Bristow, Checotah, Eufaula, Okemah, Holdenville & Duck Creek

**JOB DUTIES:** Under the supervision of the Surveillance Supervisor, the Surveillance Officer is responsible for the compliance of the Muscogee (Creek) Nation gaming ordinances at all tribally licensed gaming facilities. The Surveillance Officer shall protect the integrity of the facility, all money and assets by the close circuit surveillance system. Observe patrons and employees participating in gaming activities to detect infractions of house and policy rules and regulations. Observe patrons to detect various scams, fraud, identified violators and others as designated by the supervisor. Assist Lighthorse Security Officers within the facility. Safeguard all confidential information and maintain departmental confidentiality. Prepare daily activity report logs, incident reports and daily interdepartmental surveillance reports. Assume additional duties as assigned.

**JOB QUALIFICATIONS:** **Minimum Requirements:** High School Diploma or equivalent to two (2) year's experience in surveillance and/or gaming or a combination of experience and education. Two (2) year's experience/knowledge with surveillance reports, equipment, NIGC, Internal Controls and IGRA. Must submit to and pass all necessary background checks and drug testing. Must possess a valid driver's license. Must be computer literate and possess good written and oral communication skills. **Must be willing to work nights and weekends.** **Preferred Requirements:** Associates Degree in Law Enforcement. Three (3) year's experience with surveillance reports, equipment, NIGC, Internal Controls and IGRA.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**  
**INDIAN PREFERENCE**

**CLOSING DATE:** OPEN UNTIL FILLED

**SEND APPLICATIONS TO:** Human Resource Management Services  
P.O. Box 580  
Okmulgee, OK 74447  
Fax: (918) 756-2284  
[personnel@muscogeenation-nsn.gov](mailto:personnel@muscogeenation-nsn.gov)